

REQUEST FOR SEALED PROPOSALS
BID NO. 010815-1
EMERGENCY MANAGEMENT PROGRAM CONSULTATION SERVICES
FOR OPERATIONAL PLANS

QUALIFICATION AND CERTIFICATION FORM

EXHIBIT "D" Bidder Qualifications and Certification

Purpose

This exhibit shall serve as a requirement to enable the evaluation team to assess the qualifications of Contractors under consideration for final award.

The information may or may not be a determining factor in award.

Contract Number 010815-1 Emergency Management Program Consultation Services for Operational Plans

The applicant submitting this Proposal warrants the following:

1. Name, Address, and Telephone Number of Principal Contractor:
Willdan Homeland Solutions
1440 E. Missouri Avenue, Suite C170, Phoenix, Arizona 85014
602-315-4263
2. Has Contractor (under its present or any previous name) ever failed to complete a contract? _____ Yes X No. If "Yes", give details, including the date, the contracting agency, and the reasons Contractor failed to perform in the narrative part of this Contract.
3. Has Contractor (under its present or any previous name) ever been disbarred or prohibited from competing for a contract? _____ Yes X No. If "Yes", give details, including the date, the contracting agency, the reasons for the Contractor's disqualification, and whether this disqualification remains in effect in the narrative part of this Contract.
4. Has a contracting agency ever terminated a contract for cause with Contractor (under your Contractor's present or any previous name)? _____ Yes X No. If "Yes", give details including the date, the contracting agency, and the reasons Contractor was terminated in the narrative part of this Contract.
5. Contractor must also provide at least the following information:
 - a. A brief history of the Contractor.
 - b. A Cost Proposal shall be submitted on the Price Sheet, attached hereon and made a full part of this contract by this reference.
 - c. A list of previous and current customers, which are considered identical or similar to the Scope of Services described herein; shall be submitted on the Reference List, attached hereon and made a full part of this contract by this reference.
 - d. List the specific qualifications the Contractor has in supplying the specified services.
 - e. Gila County reserves the right to request additional information.

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Qualification & Certification continued....

6. Contractor Experience Modifier (e-mod) Rating in Arizona: 131%

(If Applicable)

A method the National Council on Compensation Insurance (NCCI) uses to measure a business' computed loss ratio and determine a factor, which when multiplied by premium, can reward policyholders with lower losses. E-mod rate may be a determining factor in bid award.

7. Current Contractor Business Arizona License Number: F1705117-4

(If Applicable)

James E. Bailey

Signature of Authorized Representative

James E. Bailey

Printed Name

President and Chief Executive Officer

Title

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PRICE SHEET

Please complete price sheet in its entirety for the services provided in RFP 010815-1 Emergency Management Program Consultation Services for Operational Plans.

Contractor Name: Willdan Homeland Solutions

Phone No.: 602-315-4263

COSTS	
Gila County Emergency Operations Plan Revision SOUTHERN GILA COUNTY OPERATIONAL PLANS	\$ <u>22,500</u>
Gila County Tactical Interoperable Communications Plan Development NORTHERN GILA COUNTY OPERATIONAL PLANS	\$ <u>22,500</u>
TOTAL COST	\$ <u>45,000</u>

***CONTRACTOR SHALL ATTACH A SHEET TO THE PRICE SHEET SHOWING THE BREAK DOWN AND DETAILED DESCRIPTION OF EACH OF THE ABOVE COSTS.**

See attached sheet on following page for pricing breakdown and detailed description of each of the above costs.

****All applicable taxes shall be included in proposed amount.**

James E. Bailey
Signature of Authorized Representative

James E. Bailey
Printed Name

President and Chief Executive Officer
Title

Cost Breakdown

The following tables detail a breakdown of our proposed costs for both the Southern Gila County Wildfire Protection Plan and the Northern Gila County Wildfire Protection Plan. The following costs, provided by milestone, are all-inclusive of travel and other direct costs.

GILA COUNTY EMERGENCY OPERATIONS PLAN (EOP) REVISION

<i>Milestone</i>	<i>Cost</i>
Kick Off Meeting	\$500
Discovery	\$1,000
Planning Meeting 1	\$2,500
Draft Plan	\$6,500
Planning Meeting 2	\$2,500
Final Draft Plan	\$8,000
Final Plan Approval	\$1,500
TOTAL COST	\$22,500

GILA COUNTY TACTICAL INTEROPERABLE COMMUNICATIONS PLAN (TICP) DEVELOPMENT

<i>Milestone</i>	<i>Cost</i>
Kick Off Meeting	\$500
Discovery	\$1,000
Planning Meeting 1	\$2,500
Draft Plan	\$6,500
Planning Meeting 2	\$2,500
Final Draft Plan	\$8,000
Final Plan Approval	\$1,500
TOTAL COST	\$22,500

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REFERENCE LIST

These references are required to enable the evaluation team to assess the qualifications of the Contractor under consideration for final award.

References

Please list a minimum of three (3) references for contracts of similar size and scope as this Request for Proposals during the past twenty-four (24) months, in or as close to Gila County as possible. Bidder may attach further reference information as necessary.

1. **Company:** Greenlee County Government
Contact: Steve Rutherford, Director of Health
Phone: 928-865-2601
Address: 253 Fifth Street, PO Box 908, Clifton, AZ 85533
Job Description: Willdan provided technical expertise and plan development to the Greenlee County Health Department (GCHD) in support of the participation in the Project Public Health Ready (PPHR) program and subsequent accreditation. This included the revision and updating of various health department plans including the GCHD All-Hazards Emergency Operations Plan so it could meet the PPHR Evident Elements. Subsequent contractual support included the creation of a GCHD Continuity of Operations Plan (COOP) and a Pandemic Influenza COOP. Willdan is currently developing the Community Health Assessment (CHA) Community Health Improvement Plan (CHIP), and the County Health Department Strategic Plan.
2. **Company:** County of Riverside, County Fire Department, Office of Emergency Management
Contact: Peter Lent, Deputy Director of Emergency Services
Phone: 951-955-4700
Address: 4080 Lemon Street, Riverside, CA 92501
Job Description: Willdan developed and Emergency Operations Plan (EOP) compliant with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), the Incident Command System (ICS) and the guidance of CPG10. This project included development of 22 additional annexes for the EOP, which included an Emergency Operations Center (EOC) manual and customized checklists for the Riverside Operational Area EOC.
3. **Company:** Los Angeles County Department of Public Health
Contact: Mike Contreras, Director of Emergency Operations
Phone: 213-250-8681
Address: 600 S. Commonwealth Avenue, Suite 700, Los Angeles, CA 90005
Job Description: Willdan developed a Tactical Communications Plan (TICP) for the County in which Willdan detailed and codified the Department two-way radio, land line, and cellular communications devices into a tactical communications plan. Willdan conducted outreach and stakeholder meetings to gather information and establish functional needs for the Department. The resulting plan detailed methods used by the Department to communicate in preparation for, during, and as a result of emergencies and disaster operations, including current Federal Communications Commission rules of use and NIMS requirements for communications.

Willdan Homeland Solutions

Name of Business

James E. Bailey

Signature of Authorized Representative

James E. Bailey, President and Chief Executive Officer

Title

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

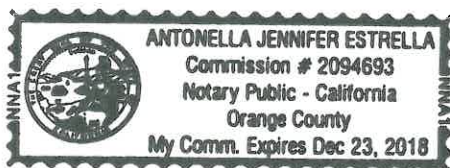
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
 County of Orange)
 On Feb. 17, 2015 before me, Antonella Estrella, Notary Public,
 Date Here Insert Name and Title of the Officer
 personally appeared JAMES E. Bailey
 Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Antonella Estrella
 Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____
 Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
 Signer Is Representing: _____

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
 Signer Is Representing: _____

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CERTIFICATION: INTENTIONS CONCERNING SUBCONTRACTING

At the time of the submission of bids on **Bid No. 010815-1 Emergency Management Program Consultation Services for Operational Plans**, my intention concerning subcontracting a portion of the work is as indicated below.

A list of any subcontractors (if applicable) to be used in performing the service must accompany the Bid. The list must include the subcontractors name, address, phone number, and Arizona ROC. List must be provided in a sealed envelope marked "List of Subcontractors".

- ☐ YES, it is my intention to subcontract a portion of the work.
- ☒ NO, it is not my intention to subcontract a portion of the work.

James E Bailey
Signature of Authorized Representative

James E. Bailey
Printed Name

President and Chief Executive Officer
Title

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LEGAL ARIZONA WORKERS ACT COMPLIANCE


Contractor hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to Contractor's employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor shall further ensure that each subcontractor who performs any work for Contractor under this contract likewise complies with the State and Federal Immigration Laws.

County shall have the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, as soon as possible so as not to delay delivery of services.

Contractor shall advise each subcontractor of County's rights, and the subcontractor's obligations, under this Article by including a provision in each subcontract substantially in the following form: "Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to insure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor will be deemed to be a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Article shall be the responsibility of Contractor.



Signature of Authorized Representative

James E. Bailey

Printed Name

President and Chief Executive Officer

Title

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BIDDER CHECKLIST & ADDENDA ACKNOWLEDGMENT

NOTICE IS HEREBY GIVEN that all Bid Documents shall be completed and/or executed and submitted with this RFP. If Contractor fails to complete and/or execute any portion of the Bid documents, all with original signatures, the RFP may be determined to be "non-responsive" and rejected.

CHECKLIST:

REQUIRED DOCUMENT

COMPLETED / EXECUTED

QUALIFICATION & CERTIFICATION FORM
PRICE SHEET
REFERENCE LIST
NO COLLUSION FORM
INTENTIONS IN SUBCONTRACTING
LEGAL ARIZONA WORKERS ACT COMPLIANCE
CHECKLIST & ADDENDA ACKNOWLEDGMENT
OFFER PAGE

COMPLETED

COMPLETED

COMPLETED

COMPLETED

COMPLETED

COMPLETED

COMPLETED

COMPLETED

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA: No Addenda

	#1	#2	#3	#4	#5
Initials	_____	_____	_____	_____	_____
Date	_____	_____	_____	_____	_____

Signed and dated this 17th day of February, 2015

Willdan Homeland Solutions

Contractor:

James E. Bailey, President and Chief Executive Officer

By:

James E. Bailey

Each proposal shall be sealed in an envelope addressed to the Public Works Division, Gila County and bearing the following statement on the outside of the envelope: Request for Sealed Proposals: Bid No. 010815-1 Emergency Management Program Consultation Services for Operational Plans. All proposals shall be filed with the Gila County Finance Department Division in the Guerrero Building at 1400 E. Ash St., Globe, AZ on or before February 20, 2015, by 11:00 AM.

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OFFER PAGE

TO GILA COUNTY:

The undersigned hereby offers and agrees to furnish the material or service in compliance with all terms and conditions, instruction, specifications, and any amendments contained in this Request for Proposal document.

Signature also certifies the Contractors bid proposal is genuine, and is not in any way collusive or a sham; that the bid proposal is not made with the intent to restrict or prohibit competition; that the Contractor submitting the proposal has not revealed the contents of the proposal to, or in any way colluded with, any other Contractor which may compete for the contract; and that no other Contractor which may compete for the contract has revealed the contents of a proposal to, or in any way colluded with, the Contractor submitting this proposal.

CONTRACT NUMBER: 010815-1 Emergency Management Program Consultation Services for Operational Plans

Contractor Submitting Proposal:

For clarification of this offer, contact:

Willdan Homeland Solutions

Company Name

1440 E. Missouri Avenue, Suite C170

Address

Phoenix Arizona 85014
City State Zip

Name: Eliza Gregory Coll, MHA, CEM

Phone No.: 602-315-4263

Fax 714-937-8085

Email: ecoll@willdan.com



Signature of Authorized Person to Sign

James E. Bailey

Printed Name

President and Chief Executive Officer

Title

Proposal must be signed by a duly authorized officer(s) eligible to sign contract documents for the Contractor.

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ACCEPTANCE OF OFFER

(For Gila County use only)

The Offer is hereby Accepted:

The Contractor Willdan Homeland Solutions is now bound to provide the materials or services listed in RFP No.: 010815-1 including all terms and conditions, specifications, amendments, etc. and the Contractor's Offer as accepted by County/public entity.

The contract shall henceforth be referenced to as Contract No. 010815-1. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this Contract until Contractor receives written notice to proceed from Gila County.

GILA COUNTY:



Don E. McDaniel, Jr., County Manager

3/4/15

Date

Brief History of Contractor

Willdan Homeland Solutions (Willdan) is a preeminent full services homeland security professional services firm that has provided planning, training, exercise, and communications technologies support to public health departments, hospitals, public safety agencies, state and local jurisdictions throughout the United States since our inception in 2004.

Specifically, we have provided public health preparedness planning services to each of the 15 counties in Arizona including Gila County. The following three projects detail our recent Gila County experience which serve as an advantage to our team on this project as we are intimately familiar with the agencies within the county and their processes. Further, we have already reviewed several planning documents which will provide our team with further insight to the County's response plans.

Communication Exercise Support Project

Willdan provided planning, conduct and evaluation of two communication exercises, including one tabletop and one functional exercise for the purpose of testing and enhancing the County's interoperable communications plans and protocols. The exercises included emergency response disciplines, volunteer groups including RACES and CERT and private sector resources (hospitals). A public information component will also be included in this exercise. The tabletop exercise tested communications with county, city and town Emergency Operations Centers, emergency response agencies and local hospitals, utilizing the Nxt Communicator. The functional exercise tested deployment of TOAD3, use of the AIRS frequency, 800 MHz EOC network and provided agencies an opportunity to make use of regional NIMS and ICS training.

Willdan involvement in this project helped strengthened communications with county Emergency Operations Centers by assisting emergency response agencies, volunteer groups and private sector (hospitals) to review and enhance communications plans and protocols, both county and region-wide.

Willdan tested county emergency operations center interoperable communications resources, plans, protocols and infrastructure for the purpose of identifying shortfalls and developing corrective actions. By collaborating with local emergency response agencies, volunteer groups and private sector (hospitals), Willdan assisted the involved agencies to update emergency communications plans and protocols, with the final outcome being improved emergency communication and information between responders, private entities and the public.

Project Public Health Ready (PPHR) Planning Support

Gila County requested support from Willdan in the successful completion of the county's 2009-2010 Project Public Health Ready tasks. Support from Willdan included:

- Compiling and writing the Executive Summary
- Goal II: Workforce Capacity Development (all sections). Gathering and development of the county's workforce development plan.
- Goal III: Exercise/Real Event

Emergency Management Services:

- Public health preparedness and emergency management planning support services
- Communications interoperability and technology solutions
- Homeland Security Exercise and Evaluation Program (HSEEP) exercises
- Public safety and emergency management training, including DHS certified NIMS training
- Hazard mitigation planning
- Terrorism threat and vulnerability assessments
- Infrastructure protection evaluations

- Assisting with organizing and compiling AAR/H1N1 info to meet capability using existing data, including attending the H1N1 debriefing on April 28th, 2010
- Assisting with completing the crosswalk to ensure all areas were adequately addressed prior to submission.
- Compiling of all PPHR documents in accordance with PPHR guidance.

Pandemic Influenza Tabletop Exercise

The counties of Greenlee, Graham, Santa Cruz, Gila, Cochise and Pima requested support from Willdan in the design, development and evaluation of one pandemic influenza tabletop exercise. The exercise utilized H1N1 pandemic influenza funds and met the objective to provide a regional perspective and discussion on challenges, best practices and lessons learned during the 2009/2010 H1N1 response. There were 56 participants in this event, including representation from Arizona Department of Health Services and Arizona Division of Emergency Management.

Subject Matter Expert Staff

What differentiates Willdan from others is our staff's uniquely credible and practical expertise, as well as our ability to offer clients a one-stop shop to meet all of their public safety and homeland security needs. With extensive hands-on experience in local, state, and federal agencies, our outstanding professionals have served as incident commanders, emergency managers, first responders, and investigators.

Each Willdan project team member has an impeccable professional record, possesses formal educational experience and is highly credible and skilled in varied disciplines. The Willdan team also has the availability of a variety of mid-level and support staff to assist with this project. These team members may be utilized for project research, editing and administrative support.

Emergency Preparedness Planning

The act of writing an emergency plan serves as a catalyst for improved safety and security to reduce the risk of an emergency or disaster. The professionals at Willdan have extensive hands-on experience and offer services in reviewing, evaluating, designing, and implementing a multitude of emergency plans.

NIMS Compliance

Since our inception in 2004, the National Incident Management System (NIMS) has been at the center and the basis of all our core business services, which include homeland security, emergency management, and public safety planning, training, and exercises.

For over 10 years, Willdan has been the "go to" company for public health, public safety and emergency management training. Our U.S. Department of Homeland Security (USDHS) certified approved courses have taught over 10,000 first responder personnel and produced over 1,800 NIMS instructors.

Willdan personnel are imbued with a thorough understanding of emergency management systems and functions, including NIMS, the Incident Command System (ICS), and the National Response Framework (NRF). Willdan understands how these systems are implemented and work together in response to an emergency. Furthermore, Willdan was at the forefront of the Federal mandate for training in NIMS and ICS and has trained and certified more than 10,000 public agency employees in the NIMS emergency management curriculum.

Proposed Approach

Proven Project Team

As a best practice, our project teams are task-organized based on function and subject matter to offer our clients the right mix of personnel who are supported by a cadre of subject matter experts and administrative staff. For this project, Willdan has specifically assembled a project team skilled in plan development and communication with experience working with local emergency management.

Our Project Manager and primary point of contact for all services to be provided to Gila County, Mrs. Eliza Coll, MHA, CEM, has over 10 years of experience working with Public Health Preparedness and Emergency Management programs, NIMS compliance, and plan writing. For the past 5 years, Mrs. Coll has worked in Arizona with local health departments and local emergency management on planning, training, and exercise projects.

Primary Point of Contact

Eliza Coll, MHA, CEM
Project Manager
602-315-4263 (cell)

Ms. Denise Davis will serve as the Emergency Operations Planning Subject Matter Expert. Ms. Denise Davis, CEM, brings over 25 years of emergency management experience to this project, and is a Certified Emergency Manager with the International Association of Emergency Managers.

Ms. Davis served as the Emergency Services Coordinator for the City of Cypress for over 20 years while working within the Police Department. She was responsible for the overall emergency management of the City and authored the City's Emergency Operations Plan (EOP), the City's Emergency Operations Center (EOC), instructed City personnel in their emergency roles and responsibilities, and prepared and conducted the City's field and EOC emergency exercises under the Homeland Security Exercise and Evaluation Program (HSEEP) program. Denise managed the Federal and State emergency managements grants, reimbursement claims for three federally declared disasters, and coordinated several local emergencies.

Denise has written emergency operations plans for several cities, counties, functional departments, and school districts. These plans are NIMS and SEMS compliant, and incorporate State and Federal guidelines for populations with Access and Functional Needs, PETS Act guidelines for evacuation of pets and service animals, and overall emergency management responsibilities for a city or Operational Area and its employees, citizens, and visitors.

Denise has developed several Emergency Operations Center training courses and written EOC procedural manuals for many agencies and also instructs many of these courses.

Denise recently created basic and advanced web-based communications training courses for emergency responders in the 11-county Southern Planning Area region. These courses are being used to train law enforcement, fire services, emergency medical services, and non-public safety emergency responders in communications and interoperability solutions.

Additionally, Ms. Wendy Kleinman, MPH, MEP, will serve as the back-up to the Project Manager, as the Planning Subject Matter Expert. Ms. Kleinman, holds a **Master of Public Health degree**, is a certified Master Exercise Practitioner, and has over 12 years of experience working with local health departments and local emergency management on planning, training, and exercise projects, including 12 years working in Arizona.

Mr. Mike Hooper, MEP, will further augment the team and serve as Planning Subject Matter Expert. Mr. Hooper, a Master Exercise Practitioner, is a highly skilled emergency management, homeland security, terrorism prevention, and disaster preparedness, response, and recovery professional, with over 10 years of experience in emergency management and homeland security related activities, including: planning over 75 HSEEP exercises of varying size and complexity; developing emergency operations, response, and recovery, and continuity plans; and delivering various types of emergency management training. In addition, Mike has experience in emergency operations center activities at the local, state level, and federal level, extensive experience supporting state and regional Fusion Centers and intelligence activities, and working with a variety of homeland security and emergency management grant programs.

Finally, Ms. Patty Magallanes and Ms. Shadi Kia will provide logistical support in the capacities of graphic design and billing. Both Patty and Shadi have extensive experience working with our team on these types of projects, and specifically for Gila County.

Understanding Your Project Goal

Willdan will ensure that the overall goal of this project—to contribute to the development of emergency preparedness plans that achieve best practice emergency outcomes based on federal regulations and client expertise and experience relative to evidence-based public health planning—will be met and exceeded. Willdan understands these plans impact and involve all services within Gila County Division of Health and Emergency Services (GCDHES), and will take great care in delivering the highest quality product.

Contract Kick Off Meeting

Upon finalizing contract details, the Willdan team will conduct a “Kick Off Meeting” by March 2015 with the Gila County leads to review the project scope and timeline, to identify any stakeholders to participate in the plan working groups, and to receive any existing plans or protocols for reference. At this time, Willdan will provide contact information for the primary (Mrs. Coll) and secondary (Ms. Kleinman and Ms. Davis) points of contact.

Emergency Operations Plan Revision

After the Contract Kick Off Meeting has been held to confirm the Scope of Work and discuss project logistics (project timeline, meeting locations, etc.), Willdan will develop a project plan and begin the Discovery, or plan review, phase.

The Willdan team will conduct a review of the current Gila County Emergency Operations Plan and other county documents, plans and procedures to determine the critical planning elements that are missing from the plan. Willdan will conduct a project manager meeting and departmental meetings to maximize staff input during the plan development process. Additionally, Willdan will conduct public outreach and coordinate with agency response partners and stakeholders to provide and garner information.

As a result of the information gathered and stakeholder meetings, Willdan will write a draft plan that incorporates recent emergency plan requirements and input from departmental representatives. Once the draft plan is complete, it will be presented for review. After a review period, any comments or changes will be incorporated into the plan and the plan will be presented as a final version. Willdan will deliver the final plan for review and approval for adoption.

Tactical Interoperable Communications Plan Development

After the Contract Kick Off Meeting has been held to confirm the Scope of Work and discuss project logistics (project timeline, meeting locations, etc.), Willdan will develop a project plan and begin the Discovery, or plan review, phase.

The Willdan team will conduct a review of existing relevant county documents, plans, and procedures. Willdan will conduct additional meetings with all stakeholders to collect all additional communications data for the plan. These meetings may take place individually, or as a collective group, at the convenience and recommendation of the participants.

Upon receiving the key information, Willdan will write a draft TICP that incorporates data gathered through stakeholders and present a draft TICP for review to all participating agencies. Willdan will deliver the final plan for review and approval by the County.

Adherence to Project Timeline

Willdan will meet or exceed the timeline to begin the project by March 2015, and submit final plans no later than December 31, 2015. Our locally based staff and our extensive Gila County experience will ensure our team's ability to meet or exceed GCDHES' project deadline. In addition to the identified meeting schedule discussed above, Willdan will also be available for additional ad hoc meetings via phone or in person as necessary. The following tables detail the project milestones and dates, staffing, tasks and deliverables for both the Emergency Operations Plan Revision and Tactical Interoperable Communications Plan Development.

GILA COUNTY EMERGENCY OPERATIONS PLAN (EOP) REVISION		
<i>Milestone and Date</i>	<i>Staffing</i>	<i>Tasks and Deliverables</i>
Kick Off Meeting March 18, 2015	<ul style="list-style-type: none"> - Willdan - Gila County Project Lead(s) 	<ul style="list-style-type: none"> ✓ Review project scope, timeline ✓ Identify working group ✓ Discuss draft Plan outline ✓ Receive any existing plans or protocols <p><i>Note: may be held at same time as TICP Kick Off Meeting</i></p>
Discovery March 2015	<ul style="list-style-type: none"> - Willdan 	<ul style="list-style-type: none"> ✓ Review existing plans ✓ Review relevant best practices, planning guidance
Planning Meeting 1 April 29, 2015	<ul style="list-style-type: none"> - Willdan - EOP Working Group 	<ul style="list-style-type: none"> ✓ Review draft Plan outline ✓ Gather information and feedback from Working Group ✓ Develop Meeting minutes
Draft Plan June 2015	<ul style="list-style-type: none"> - Willdan 	<ul style="list-style-type: none"> ✓ Revise plan ✓ Reach out to Working Group members as needed throughout plan development ✓ Submit draft Plan to Working Group for review
Planning Meeting 2 August 12, 2015	<ul style="list-style-type: none"> - Willdan - EOP Working Group 	<ul style="list-style-type: none"> ✓ Review of draft plan ✓ Gather information and feedback from Working Group ✓ Develop Meeting minutes
Final Draft Plan October 2015	<ul style="list-style-type: none"> - Willdan - Southern Gila County CWPP Working Group 	<ul style="list-style-type: none"> ✓ Develop final draft for review by working group ✓ Post draft plan on Gila County Website for 30 day period for public comment
Final Plan Approval November 30, 2015	<ul style="list-style-type: none"> - Willdan - Gila County 	<ul style="list-style-type: none"> ✓ Incorporate feedback and comments into final draft ✓ Submit final Plan to Gila County

GILA COUNTY TACTICAL INTEROPERABLE COMMUNICATIONS PLAN (TICP) DEVELOPMENT		
<i>Milestone and Date</i>	<i>Staffing</i>	<i>Tasks and Deliverables</i>
Kick Off Meeting March 18, 2015	<ul style="list-style-type: none"> - Willdan - Gila County Project Lead(s) 	<ul style="list-style-type: none"> ✓ Review project scope, timeline ✓ Identify working group ✓ Discuss draft Plan outline ✓ Receive any existing plans or protocols <p><i>Note: may be held at same time as EOP Kick Off Meeting</i></p>
Discovery March 2015	<ul style="list-style-type: none"> - Willdan 	<ul style="list-style-type: none"> ✓ Review existing plans ✓ Review relevant best practices, planning guidance
Planning Meeting 1 April 29, 2015	<ul style="list-style-type: none"> - Willdan - TICP Working Group 	<ul style="list-style-type: none"> ✓ Review draft Plan outline ✓ Gather information and feedback from Working Group ✓ Develop Meeting minutes
Draft Plan June 2015	<ul style="list-style-type: none"> - Willdan 	<ul style="list-style-type: none"> ✓ Revise plan ✓ Reach out to Working Group members as needed throughout plan development ✓ Submit draft Plan to Working Group for review
Planning Meeting 2 August 26, 2015	<ul style="list-style-type: none"> - Willdan - TICP Working Group 	<ul style="list-style-type: none"> ✓ Review of draft plan ✓ Gather information and feedback from Working Group ✓ Develop Meeting minutes
Final Draft Plan October 2015	<ul style="list-style-type: none"> - Willdan - Southern Gila County CWPP Working Group 	<ul style="list-style-type: none"> ✓ Develop final draft for review by working group ✓ Post draft plan on Gila County Website for 30 day period for public comment
Final Plan Approval November 30, 2015	<ul style="list-style-type: none"> - Willdan - Gila County 	<ul style="list-style-type: none"> ✓ Incorporate feedback and comments into final draft ✓ Submit final Plan to Gila County

Minimum Qualifications

Willdan is the best choice for the GCDHES Emergency Management Program Grant (EMPG) to provide operational and programmatic Emergency Management consultation services for planning deliverables required by the Arizona Department Emergency Management (ADEM) as we fully meet and exceed the minimum qualifications listed in the RFP as detailed in the table below. Willdan will assist with the coordination and collaboration efforts of the GCDHES in meeting the federal grant obligations related to emergency management and compliance emergency preparedness plans.

QUALIFYING EXPERIENCE	WILLDAN FULFILLMENT
<i>Individual or agency that employs a Master of Public Health.</i>	<ul style="list-style-type: none"> - All members of the Willdan team have high ranking education and credentials that exceed qualifying experience for this project. - Specifically: <ul style="list-style-type: none"> - Our Planning Subject Matter Expert, Ms. Wendy Kleinman, holds a Master of Public Health - Our Project Manager, Ms. Eliza Coll, is a Certified Emergency Manager and holds a Master of Healthcare Administration - Our Emergency Operations Subject Matter Expert, Ms. Denise Davis, is a Certified Emergency Manager - Our Planning Subject Matter Expert, Mr. Mike Hooper, is a Master Exercise Practitioner and has extensive operation plan experience <p><i>Our team's education and credentials are in direct parallel with the subject matter of this project and provides the GCDHES with the unmatched technical expertise and knowledge needed to make this project a success for the County.</i></p>
<i>Five (5) years of experience working with Public Health Preparedness and Emergency Management programs, NIMS compliance, and plan writing.</i>	<ul style="list-style-type: none"> - Not only has our firm provided Public Health Preparedness and Emergency Management program, NIMS compliance and plan writing services for over 10 years to agencies similar to the GCDHES, but each of our team members have as well. - Our Project Manager and Primary Point of Contact, Mrs. Eliza Coll, has over ten (10) years of experience with Public Health Preparedness and Emergency Management programs, NIMS compliance, and plan writing. - Both of our Subject Matter Experts each have over ten (10) years of experience with Public Health Preparedness and Emergency Management programs, NIMS compliance, and plan writing. - Further, our project team members have recent, direct Gila County experience, which provides our team with agency familiarity. - The Willdan team has experience with local public health agencies using grant management principles. Specifically, Willdan has worked with each of the 15 counties in Arizona, as well as other local public health agencies across the nation. <p><i>This local public agency experience will enable our team to implement lessons learned and best practices gleaned from the successful completion of similar projects for similar agencies to this project, thus resulting in the most efficient team and project for the GCDHES.</i></p>
<i>Experience with local public health agencies using grant management principles is preferred, but not required.</i>	

Resumes

To further exemplify the superior qualifications and directly relevant technical experience of our proposed team, on the following pages we have included resumes of our key personnel, including our Project Manager and Point of Contact (Eliza Coll), Planning Subject Matter Expert (Wendy Kleinman), and Emergency Operations Planning Subject Matter Expert (Denise Davis).

Eliza Gregory Coll, MHA, CEM

Project Manager and Primary Point of Contact

Education

*Master, Healthcare
Administration,
Simmons College,
Boston, MA*

*Bachelor of Science, Health:
Science, Society and
Policy (HSSP)
Brandeis University,
Waltham, MA*

Registration/ Certifications

*Hazmat Operations Level B
and Level C certified*

*FEMA ICS/NIMS training:
IS-100, IS-200, IS-300,
IS-400, IS-700, IS-800,
HSEEP*

*Certified Emergency
Manager (CEM, International
Association of Emergency
Managers)*

Affiliations

*American College of
Healthcare Executives*

*International Association of
Emergency Managers*

9 Years' Experience

Mrs. Eliza Gregory Coll is an emergency management professional with over nine years of experience in hospital emergency management, state public health emergency preparedness, and consulting with local, county, and state clients. Her operational emergency management experience encompasses training, development and conduct of exercises; plan and policy development; and in-depth project and personnel management. Mrs. Coll has earned designation as a Certified Emergency Manager. She is equipped to operate across diverse organizational cultures, and to manage and facilitate group collaboration. Mrs. Coll has successfully managed budgets and grants, assessed and set work plans, and managed wide ranging projects through to completion.

Relevant Experience

Willdan Homeland Solutions, Phoenix, Arizona. Emergency Management and Public Health Preparedness Consultant. Provides subject matter expertise in the development of emergency preparedness trainings and exercises utilizing Homeland Security Exercise and Evaluation Program (HSEEP) methodology, and development and revisions to a variety of emergency preparedness planning and response documents. Contracted work with state, county, and local clients for customized, agency-specific products. Examples of work include the creation or revision of written plans, the development and conduct of HSEEP compliant exercises, and relevant training and workshop delivery. Some recent projects include:

- **Maricopa County Department of Public Health (MCDPH) 2013 Strategic National Stockpile Full Scale Exercise.** Developed materials for and facilitated conduct and evaluation of full scale exercise with MCDPH and its Cities Readiness Initiative (CRI) co-recipient Pinal County Public Health Services District. During the three day exercise, MCDPH activated the Public Health Incident Command Center, (2) Receipt Stage and Store Warehouses, and (12) Closed Point of Dispensing Sites. There were over 2000 participants from 21 agencies.
- **Maricopa County Department of Public Health 2013 Community Disaster Resilience Workshop and Tabletop Exercise.** Developed materials for and facilitated conduct and evaluation of an interactive workshop and tabletop exercise engaging community partners from over 30 organizations including state and local emergency response agencies, private business, hospitals and healthcare, faith-based, schools, and other disciplines.
- **Orange County Health Care Agency (OCHCA) 2013 Statewide Exercise Series.** Designed, conducted, and evaluated participation in the California Statewide Exercise tabletop and functional exercises for OCHCA and healthcare participants. The scenario was foodborne illness outbreak, and was customized from the state-provided materials to test local plans and policies, and included three days of functional participation by OCHCA, hospitals, clinics, skilled nursing facilities, and dialysis centers.
- **Orange County Health Care Agency (OCHCA) 2013 Code Yellow Full Scale Exercise.** Designed, conducted, and evaluated this full scale exercise focusing on county-wide response to and recovery from bomb threats at area hospitals.

Eliza Gregory Coll, MHA,
CEM
Continued

One hospital evacuated and transported patients to receiving facilities, while others evaluated continuity of operations. There were over 1540 participants from hospitals, ambulance providers, OCHCA, Orange County Intelligence Assessment Agency, Orange County Sheriff's Department Hazardous Devices Squad, and the Anaheim/Santa Ana Urban Area Strategic Initiative.

- **Orange County Transportation Authority (OCTA): Frontline Personnel Training Program, 2011-2012.** Conducted assessment of existing infrastructure on six (6) different transportation bases, conducted trainings to include local first responders on site infrastructure and hazardous materials, developed and conducted six (6) tabletop exercises with OCTA staff and local first responders, and developed and conducted a Full Scale Exercise evaluating Unified Command and response capabilities for a hazardous materials event on a transportation base with OCTA staff and local first responders including law enforcement, fire, and Sheriff's Office bomb squad.
- **Santa Clara County Public Health Department (SCCPHD) Strategic National Stockpile Training Materials (2013) -** Willdan provided SNS training to the County of Santa Clara Public Health Department including, development of course materials and tools that were required to enable implementation of six medical countermeasure-related modules from the SCCPHD's Support Annex (SA) 1.0 Multi-Year Training & Exercise Plan (MYTEP). Trainings will be delivered throughout the county to public health, law enforcement, volunteers, and other related participants in medical countermeasure distribution and dispensing program.
- **Hospital Active Shooter Full Scale Exercise (2010) –** Santa Clara County selected Willdan for the development, conduct and evaluation of an Active Shooter Full-Scale Exercise. This exercise was the largest ever conducted in the County and included hundreds of medical staff, first responders and a significant exercise control/evaluation network. The County's objectives were to evaluate current active shooter plans and make improvements in hospital and law enforcement plans moving forward as a result of the key findings.

Bureau of Public Health Emergency Preparedness, Arizona Department of Health Services (ADHS), Phoenix, Arizona. Communications and Training Coordinator. Facilitation of communications from the state to county, hospital, and tribal stakeholders, as well as to the media and the general public. Coordination of the statewide training program. Oversight of related federal grants, and compliance with grant deliverables.

- Assessment of the existing state training program, including a needs assessment of stakeholders, and the coordination of new and existing trainings to meet the needs of internal and external stakeholders
- Management of a multi-year training and exercise plan
- Management of education and exercise requirements for the 2010 CDC Technical Assistance Review
- Management of education and exercise requirements for the 2010 Hospital Preparedness Program (HPP) grant

Beth Israel Deaconess Medical Center (BIDMC), Boston, Massachusetts. Manager, Emergency Management Department. Management of the emergency management program, including identification, design, and implementation of departmental and hospital-wide projects and initiatives, plan and policy writing, staff training and education, and management and expenditure of operational budget and federal grant monies.



**Eliza Gregory Coll, MHA,
CEM**
Continued

- Successful 2009 CMS survey and 2007 unannounced Joint Commission survey; subsequently met and exceeded current Joint Commission and other state and federal regulatory standards.
- Recruited, hired, and mentored a new project manager, and supervised professional employees.
- Interfaced with external agencies, including the Conference of Boston Teaching Hospitals, the Massachusetts Department of Public Health, the Mayor's Office of Emergency Preparedness, peer hospitals and local first responder agencies.
- Developed a contract with satellite facility to provide design, implementation, management, and oversight of a new emergency management program. Led meetings, identified new projects, interfaced with senior leadership, facilitated work, complied with state and federal mandates, managed the budget, and passed an unannounced 2008 Joint Commission survey.
- Created and managed department metrics that improved training programs and attendance, increased drilling frequency, improved management of mitigation activities and successful corrective actions, and increased documentation.
- Completed major initiatives and projects concerned with evacuation and surge planning, alternate care sites, communications, volunteer management, patient decontamination, and regulatory compliance.

Beth Israel Deaconess Medical Center (BIDMC), Boston, Massachusetts.

Project Manager, Emergency Management Department. Responsible for

implementation of the new emergency management program, including identification and management of new projects, staff training, and plan and policy formation and edits.

- Designed hospital decontamination program; recruited and managed on-call HazMat teams, including 30+ volunteer staff, equipment procurement, and database management
- Implemented the Hospital Incident Command System (HICS) within BIDMC and National Incident Management System (NIMS) compliance per federal regulations; provided over six hours of training to over 100 key personnel and senior leadership
- Planned and managed over 20 disaster drills, including two of the largest drills conducted nationwide
- Promoted to department manager

Emergency Department, Massachusetts General Hospital, Boston, Massachusetts. Emergency Planner.

Provided project coordination and management assistance to emergency department administrators. Developed plans and the implementation of the HazMat decontamination response team program. Planned and coordinated three successful hospital-wide chemical hazmat drills, including preparations for the July 2004 Democratic National Convention.

Process Improvement Department, Beth Israel Deaconess Medical Center (BIDMC), Boston, Massachusetts. Project Manager. Provided project coordination and management as an internal process improvement consultant to departments hospital-wide. Projects were followed from concept to implementation, and then turned over to departments for internal management and maintenance.

Wendy Kleinman, MPH, MEP

Planning Subject Matter Expert / Back-Up Point of Contact

Education

MPH, Health Education and Behavioral Sciences, University of Arizona

BA, Sociology, University of Arizona

Master Exercise Practitioner

Additional Education

FEMA IS 120A, 130 and 139

HSEEP Mobile Training Course and HSEEP Train the Trainer, 2006

Terrorism Prevention Exercise Program (TPEP) Training, 2006

FEMA IS 800B, National Response Framework, 2008

FEMA IS 700 National Incident Management Systems, 2004

FEMA Incident Command System IS-195, 2003

Incident Command System 100 and 200, 2008

FEMA Incident Command and EOC Interface, 2003

FEMA Public Information Officer, 2002

Professional Societies/Affiliates

American Public Health Association 2000-Present

Security Clearance

Secret

12 Years' Experience

Ms. Wendy Kleinman currently serves as Vice President of Public Health Preparedness Services with Willdan. Over the last 12 years, Ms. Kleinman has managed a wide range of homeland security training and exercise programs, from federal to local implementation. Most recently she has been the manager for an extensive 3-year training and exercise program for Orange County Transportation Authority. She has been the lead instructor for numerous DHS-direct support Homeland Security Exercise & Evaluation Program (HSEEP) mobile training courses and HSEEP Train-the-Trainer courses in Guam, CNMI, Alabama, Arizona, San Francisco DEM, and Santa Clara County Public Health (CA). In addition to her program management skills and emergency preparedness exercise expertise, she has a strong and varied background in the field of Public Health. Her Public Health experience includes health education, cancer research, program planning, implementation and evaluation. Ms. Kleinman has valuable knowledge and experience in how states need to prepare and respond to natural and unnatural public health emergencies.

Relevant Experience

Vice President, Public Health Preparedness Services, Willdan Homeland Solutions, CA, 2008-Present. Provides subject matter expertise in the development of emergency preparedness exercises utilizing HSEEP methodology, development and revisions to a variety of emergency preparedness planning documents, instructs courses on behalf of DHS, lead instructor for HSEEP training courses, and assists in the implementation of all Public Health related projects. Ms. Kleinman is also responsible for program and project management and business development in her regional area including Northern California and Arizona. She currently manages two staff members in Arizona as well as the project manager on 9 projects in her regional area. Ms. Kleinman is a support contractor for FEMA (Regional Exercise Support Program) for Region V, and planned and implemented a Tri-State Communications FSE.

Recent projects include implementing and managing a Three-Year Training & HSEEP Exercise Program for Orange County Transportation Authority (OCTA), Hospital Preparedness Program (HPP) Exercise Series for the State of Arizona, and ongoing Anaheim/Santa Ana UASI emergency preparedness projects including supporting Orange County Healthcare Agency in the California statewide health exercise. Ms. Kleinman most recently completed the Santa Clara County Hospital Active Shooter Full-Scale Exercise as the exercise support lead. She was responsible for coordinating, planning, developing and ensuring all aspects of the large full-scale exercise were successfully managed. This FSE was one of the largest exercises the Bay Area has ever conducted, with over 300 participants responding to the hospital active shooter incident.

A few examples of her management and team lead projects include:

- **Arizona Department of Health Services (ADHS):** Phoenix National Disaster Medical System (NDMS) Full Scale Exercise, approximately 500 participants including Federal and State NDMS stakeholders, National Guard, ADHS, local Fire, Emergency Management, Public Health, Hospitals, Ambulance Providers, and Red Cross. The exercise evaluated emergency response plans, policies, and procedures as they pertained to an NDMS activation affecting the Phoenix NDMS Federal Coordinating Center (FCC)

Wendy Kleinman, MPH,
MEP
Continued

- **Stanford Hospital Active Shooter FSE.** This exercise will include first responders from Palo Alto, Santa Clara County Sheriff's Office and Stanford Hospital & Clinics, Lucile Packard Children's Hospital, Stanford University School of Medicine.
- **Greenlee County (AZ) Community Health Assessment, Community Health Improvement Plan and Strategic Plan.** Ms. Kleinman is leading the efforts to ensure Greenlee County Public Health Department completes pre-accreditation documents in advance of application to participate in the Public Health Accreditation Board (PHAB).
- **Riverside County (CA) Public Health Emergency Operation Plan revision.** This project is designed to update the Public Health EOP and provide suggestions to revisions to other plans, appendices and annexes. A significant portion of this project is to educate stakeholders about the plan and the necessary changes, suggestions based on best practices and current guidance.
- **County of Santa Clara Public Health Department:**
 - **Pandemic Flu Functional Exercise (2009)** – Willdan was selected via competitive solicitation to work with the SCCPHD in the design and development of a countywide pandemic flu functional exercise.
 - **H1N1 Operational Debrief and Seminar (2009)** – SCCPHD chose Willdan to support the County's efforts to debrief responders and develop a Countywide, public health-focused after-action report (AAR) in response to the H1N1 outbreak. Willdan personnel successfully conducted a workshop to gather the information needed to develop the AAR from stakeholders throughout Santa Clara County.
 - **Hospital Active Shooter Full Scale Exercise (2010)** – Santa Clara County selected Willdan for the development, conduct and evaluation of an Active Shooter Full-Scale Exercise. This exercise was the largest ever conducted in the County and included hundreds of medical staff, first responders and a significant exercise control/evaluation network. The County's objectives were to evaluate current active shooter plans and make improvements in hospital and law enforcement plans moving forward as a result of the key findings.
 - **Statewide Medical and Health Exercise Series, Tabletop and Functional Exercises (2012)** – Willdan performed exercise design, conduct, and evaluation for SCCPHD participation in the 2012 Statewide Medical and Health Exercise series, including a tabletop exercise and functional exercise, with a scenario of an earthquake resulting in prolonged power loss. Stakeholder participation included hospitals, Skilled Nursing Facilities/Long-Term Care, amateur radio operators, Community Health Partnership, and the SCCPHD.
 - **Pandemic Influenza Tabletop Exercises and Seminar** – Most recently, the SCCPHD awarded Willdan with the Pandemic Influenza Tabletop Exercises and Seminar contract, which will include an educational seminar and tabletop exercise design, conduct, and evaluation.
 - **Strategic National Stockpile Training Materials (2013)** - Most recently, Willdan provided SNS training to the County of Santa Clara Public Health Department including, development of course materials and tools that were required to enable implementation of six medical countermeasure-related modules from the SCCPHD's Support Annex (SA) 1.0 Multi-Year Training & Exercise Plan (MYTEP).

Wendy Kleinman, MPH,
MEP
Continued

Exercise Planner/Instructor, EG&G Technical Services, Inc., Phoenix, AZ, 2003-2008. Lead planner/controller for over 100 HSEEP compliant exercises. Provided expertise in support of a wide range of homeland security, exercise, and domestic preparedness activities, to include lead instructor for HSEEP mobile training courses and HSEEP Train-the-Trainer courses in Guam, CNMI, Alabama, Arizona, San Francisco DEM; supported TOPOFF 4 as the Assistant Chief of Control for FEMA AZ venue instructing over 250 Federal, State and local exercise control staff during the Controller Training. Specific exercise experience includes:

Controller/Evaluator, Bay Area Metropolitan Transportation Commission (MTC) Transportation Response Plan (TRP) Functional Exercise, EG&G Technical Services, Inc., Oakland, CA, 2007. This large-scale functional exercise incorporated the participation of all Bay Area transit agencies, including Bay Area Rapid Transit (BART), Municipal Transportation Agency (MUNI) and Caltrans. Ms. Kleinman was located at the BART EOC where she provided exercise control in coordination with the 13 transportation agencies participating, facilitated the safety briefings, and evaluated the agency's response to the terrorist scenario. Ms. Kleinman was tasked with providing an assessment of the BART emergency plan following the exercise as part of the After Action process.

Exercise Planner/Facilitator/Controller, Arizona/Sonora Bi-National Exercise, Nogales, AZ, EG&G Technical Services, Inc., 2003. The first bi-national exercise effort between the U.S. and Mexico utilizing DHS guidelines and funding, this is prior to HSEEP being formally developed. Responsibilities included coordinating the actor/victim plan for the chemical full-scale exercise and facilitating the Public Health forum for the recovery tabletop.

Exercise Planner/Facilitator/Controller, Arizona/Sonora Bi-National Exercise, Nogales, AZ, EG&G Technical Services, Inc., 2003. The first bi-national exercise effort between the U.S. and Mexico utilizing Office for Domestic Preparedness (now G&T) guidelines and funding, this is prior to HSEEP being formally developed. Responsibilities included coordinating the actor/victim plan for the chemical full-scale exercise and facilitating the Public Health forum for the recovery tabletop.

Health Educator, Arizona Department of Health Services, Phoenix, AZ, 2002-2003. Evaluator, Arizona National Pharmaceutical Stockpile (NPS) Exercise, Arizona Department of Health Services, Tucson, AZ, 2002. Participated as an evaluator at the Receipt, Staging and Storage (RSS) warehouse and the Mass Dispensing Site. Throughout this exercise worked closely with the Arizona Air National Guard, Arizona Division of Emergency Management, and the Arizona Department of Health Services. Exercise was a first for Arizona in evaluating the process to receive and distribute the National Pharmaceutical Stockpile (presently known as the Strategic National Stockpile) from the CDC as well as one of the first utilizing Federal Homeland Security funding through the direct support program to the States.

Publications

Contributor, EG&G Technical Services Inc., "San Diego County 2007 Firestorms After Action Report", written for the San Diego County Office of Emergency Services, February 2008.

Kleinman, W.A., "Camelpox," Encyclopedia of Bioterrorism Defense, (Eds. Richard F. Pilch and Raymond A. Zilinskas), Wiley-Liss Publishing, June 2005.

Denise S. Davis, CEM®

Emergency Operations and TICP Planning Subject Matter Expert

Education

*BS, Occupational Studies,
California State University,
Long Beach*

Specialized Training

*Certified Emergency
Manager, IAEM*

*SEMS-ICS instructor 1995-
present*

*NIMS instructor 2005-
present*

*Homeland Security Exercise
and Evaluation Program
(HSEEP) Instructor Training,
2011*

*Emergency Operations
Center Course Instructor*

*Interoperable
Communications Course
Developer and Instructor*

*Police Basic and State
Investigator Police
Academies Instructor for
Law Enforcement Response
to Terrorism*

Affiliations

*International Association of
Emergency Managers*

*California Emergency
Services Association*

*Orange County Business
Continuity Planning
Association*

*Orange County Emergency
Management Organization*

25 Years' Experience

Ms. Denise Davis brings over 25 years of emergency management experience to Willdan Homeland Solutions. Denise is a Certified Emergency Manager with the International Association of Emergency Managers. Ms. Davis served as the Emergency Services Coordinator for the City of Cypress while working within the Police Department. She was responsible for the overall emergency management of the city and authored the city's Emergency Operations Plan (EOP), the City's Emergency Operations Center (EOC), instructed City personnel in their emergency roles and responsibilities, and prepared and conducted the City's field and EOC emergency exercises under the Homeland Security Exercise and Evaluation Program (HSEEP) program. Denise managed the Federal and State emergency managements grants, reimbursement claims for three federally declared disasters, and coordinated several local emergencies. She was a Police Department instructor for over nineteen years, instructed emergency management courses for over twenty-two years, and is currently an instructor for several public safety courses.

Relevant Experience

Emergency Operations Plan Writing Experience. Denise has written emergency operations plans for several cities, counties, functional departments, and school districts including Riverside County, Mono County, the City of El Segundo, the City of Tustin, the City of Kingsburg, the City of Paramount, the Los Angeles City Department of Transportation, the City of San Diego Emergency Operations Center, the Oakland Charter School Cooperative (24 school sites), and the Coachella Valley Unified School District (22 school sites). These plans are NIMS and SEMS compliant, and incorporate State and Federal guidelines for populations with Access and Functional Needs, PETS Act guidelines for evacuation of pets and service animals, and overall emergency management responsibilities for a city or Operational Area and its employees, citizens, and visitors.

Emergency Operations Center Training. Denise has developed several Emergency Operations Center training courses and written EOC procedural manuals for many agencies including the County of Mono, City of Tustin, City of Oakland, City of Nipomo, City of El Segundo, and the City of Kingsburg. Denise is currently developing the City of Walnut Creek EOC course. She also instructs many of these courses.

Tactical Interoperability Communications Plan Experience. Denise recently created basic and advanced web-based communications training courses for emergency responders in the 11-county Southern Planning Area region. These courses are being used to train law enforcement, fire services, emergency medical services, and non-public safety emergency responders in communications and interoperability solutions.

Denise served as the lead planner for the County of Ventura Interoperability Gap Analysis, writing the core document and conducting assessments of public safety agency communications systems, resources, plans and procedures to conduct the gap analysis.

Ms. Davis was the Administrative Lead for the Interoperable Communications Project for the CalSIEC Southern Planning Area (SPA); an area encompassing the 11 California counties representing Mutual Aid Regions I and IV.

Denise Davis, CEM®

Continued

Denise was responsible for the collection of data to write Tactical Interoperable Communications Plans. She conducted a technical edit for each of the 11 plans and input verified information where needed.

Ms. Davis also led the entering of data into the Communications Assets and Survey Mapping (CASM) database for the 11 counties. She also designed and conducted Training Needs and Gap Analysis workshops for the SPA counties, wrote a Grant Administration document for the 11 counties, and the Training Requirements document for a standardized interoperable communications training course.

Ms. Davis played wrote the Grant Administration procedure in the governance document for the 22-county Capital-Bay Planning Area in Northern California, a technical review and edit of the governance, charter and by-laws documents, and conducted outreach workshops for public safety agencies.

Ms. Davis co-authored the City and County of San Francisco Tactical Interoperability Communications Plan (TICP): conducted data collection, assessment and gap analysis, and wrote key sections of the updated TICP. She also populated the Communications Asset and Survey Management (CASM) database for the City-County and its 41 agencies and departments.

Denise was the Senior Planner on the Riverside UASI Communications Project, responsible for writing an Essential Services Function #2 Communications Annex template for the counties of Riverside and San Bernardino, and the 17 cities within the UASI. She performed outreach surveys, conducted EOP gap analysis, radio system reviews and reports, and wrote emergency planning recommendations for the Utilities companies and emergency medical services agencies within the UASI.

Denise co-authored the update to the City of Los Angeles Tsunami Annex, and wrote the evacuation plan for the Santa Ana Regional Transportation Center (SARTC). Both plans included evacuation considerations for citizens, visitors and employees, including evacuation measures for people with Access and Functional Needs, measures for mass transportation (Amtrak, Metrolink, Transit Authority, intercity and interstate bus transportation, airport and taxi services) and notification, and alerting and warning the citizenry.

Denise was a Team Leader for the Anaheim/Santa Ana Urban Area Security Initiative (UASI) Continuity of Operations Planning (COOP) project. Her responsibilities included the design and development of COOP plans for the five largest cities in Orange County.

Mike Hooper, MEP

Planning Subject Matter Expert

Education

BA, History, Azusa Pacific University

Naval Postgraduate School (NPS), Center for Homeland Defense and Security Learning

Master Exercise Practitioner (MEP)

Specialized Training

NIMS 700

Incident Command 100, 200

NRF 800

Emergency Planning

Emergency Management

Terrorism Prevention Exercise Program (TPEP)

Intelligence Analysis

HAZMAT First Responder

Critical Infrastructure Protection: Transportation Security

Emergency Medical Technician - Basic EMT-B

Affiliations

International Association of Law Enforcement Intelligence Analysts (IALEIA)

10 Years' Experience

Mr. Hooper, Vice President, Western Regional Preparedness Services, is a highly skilled emergency management, homeland security, terrorism prevention, and disaster preparedness, response, and recovery professional, with over 10 years' experience of experience in emergency management and homeland security related activities, including: planning over 75 HSEEP exercises of varying size and complexity; developing emergency operations, response, and recovery, and continuity plans; and delivering various types of emergency management training.

In addition, Mike has experience in emergency operations center activities at the local, state level, and federal level, extensive experience supporting state and regional Fusion Centers and intelligence activities, and working with a variety of homeland security and emergency management grant programs.

Mr. Hooper previously served with the Riverside County, California, Fire Department and is a trained Emergency Medical Technician - Basic (EMT-B).

Related Experience

Los Angeles County Public Health, Point of Dispensing (POD) Site Planning Program, Los Angeles, CA. Led the development of over 150 POD site plans for the county and city of Los Angeles. Led site assessment teams in capturing relevant site data; developed processes for POD site flow and throughput; facilitated the development of site plan security and traffic elements; and liaised with local officials to identify appropriate sites throughout the region.

Los Angeles County Operational Area Exercise Program, Los Angeles, CA. Participated as a Controller in various exercises including: ICS and HAZMAT TTX; Point of Dispensing (POD) and Special Missions Units (HAZMAT) Drills; Strategic National Stockpile (SNS) drill and seminar/training; and County Emergency Operations Center Functional Exercises. Approximately 40 of these exercises had scenarios involving public health and bioterrorism. Prior to and during the exercises, assisted with the administration and logistics necessary to execute the exercise. Developed Situation Manuals, Exercise Plans, and Controller/Evaluator materials, reproduction of handouts, planning with design team members, setup, dissemination and collection of Participant Evaluation Forms. Wrote Multiple After Action Reports (AAR) in support of the Los Angeles County Program.

County of Riverside, Emergency Operations Plan (EOP), Recovery Functional Annex, Riverside, CA. Program manager for the 2012-2013 County of Riverside, Emergency Operations Plan update. Working with local, Operational Area, Regional, State, and Federal partners and programs, developed a Recovery Functional Annex/Emergency Function (EF) to the County EOP, which detailed stakeholders, objectives, roles, responsibilities, and processes for disaster recovery within the Riverside County Operational Area.

Emergency Operations Center Functional Exercise, City of Los Angeles, Emergency Management Department. Project Manager. Mr. Hooper served as Project Manager for and provided support for the City of Los Angeles in the design, development, and delivery of the City's annual Emergency Operation Center (EOC) Functional Exercise. Working with the City's EOC Task Force, and subject matter experts, Willdan designed and developed the exercise to be focused on vertical and horizontal coordination of information; and the horizontal coordination and communications between the EOC and relevant City

Mike Hooper, MEP
Continued

Department Operations Centers. Additionally, Willdan designed the exercise to include the evaluation of communication and coordination between the City's EOC and other public agencies and Non-Governmental Organizations (NGO) EOCs.

California Public Health and Medical Emergency Operations Manual (EOM), Disaster Financial Assistance/Recovery, Training Project, Sacramento, CA. Working with the California Department of Public Health (CDPH) developed a Disaster Financial Assistance/Recovery training module, which described the general eligibility requirements for disaster-related assistance from state and federal programs; and the conditions which make accurate and complete record-keeping necessary. Consulted extensively with California Governor's Office of Emergency Services (OES), Public Assistance (PA) Section in the development of all training materials. Upon development of training materials, led the production of a training video, based on the developed training materials, intended to be used by Health and Medical entities throughout California.

Riverside County Department of Public Health Exercise Program, Riverside, CA. Lead planner for the Riverside County Disaster Recovery Tabletop Exercise (TTX), for the 2005-2006 Departmental Exercise Program. Developed the Disaster Recovery training elements of the TTX; and worked with Recovery Subject Matter Experts (SMEs) from federal and state recovery programs to facilitate training. Conducted a detailed analysis of departmental and Operational Area recovery plans to identify gaps. In conjunction with Recovery SMEs, developed recommendations for improvements in departmental and Operational Area Recovery plans.

City of Oakland, San Francisco Bay Area, Regional Catastrophic Preparedness Grant Program, Oakland, CA. Gathered input from various city, regional, state, and federal departments, agencies, and stakeholders, and, utilizing CPG 101, drafted *Mass Transportation and Evacuation*, and *Mass Fatality Annexes* to the City of Oakland, CA, Emergency Operations Plan (EOP).

Urban Area Security Initiative (UASI), Anaheim, Santa Ana, CA. Assisted in the design, execution and evaluation of exercises ranging in size from TTX to FSE. Provided the Anaheim/Santa Ana UASI region with exercise design and development support, which includes the design, development, execution, observation, and assessment of discussion and operations-based exercises, ranging in scope from natural disaster, terrorism, and active shooter exercises. In addition to providing exercise program and project management, also provided emergency planning assistance. Mike led the development of over 30 Continuity of Operation Plans (COOP) for the cities of Anaheim and Fullerton; additionally, designed and delivered follow on training and TTXs for these plans.

Terrorism Prevention Exercise Program (TPEP). Exercise Lead and training facilitator supporting the National Exercise Division (NED) Terrorism Prevention Exercise Program (TPEP), responsible for the design and development of multiple intelligence exercises for state and major urban area Fusion and intelligence Centers across the US, including a 48-day, real-time intelligence Functional Exercise with the Colorado Information Analysis Center (CIAC). Drafted and briefed information-sharing environment assessments for state fusion centers in the States of Colorado, Connecticut, Louisiana, and South Carolina. These assessments identified information and intelligence gaps in the processes at these fusion centers, and recommended solutions to filling these gaps.

Mike Hooper, MEP
Continued

FEMA National Exercise Division, Regional Support Program. As an Exercise Lead within the Regional Exercise Support Program (RESP), developed and supported multiple response and recovery exercises, of all levels and types, for jurisdictions of all sizes throughout the U.S, including FEMA Regions III, the States of California, South Carolina and Virginia, the cities of Los Angeles, San Diego, and the U.S. Virgin Islands.

Tactical Interoperable Communication Plan (TICP) exercises. Successfully facilitated federal evaluators in assessing the County of San Diego Tactical Interoperable Communications Plan (TICP) during the 2006 Horse Fire in eastern San Diego County; drafted the follow on After Action Report, which contributed to the County of San Diego receiving a perfect score from federal evaluators. Supported evaluation activities during additional TICP exercises in Los Angeles, Orange County, and Sacramento, CA and Phoenix, AZ. Additionally, conducted four separate Training and Exercise Plan Workshops (T&EPW) for the California Statewide Interoperability Executive Committee (CalSIEC) Southern Planning Area (SPA); from these workshops, developed a comprehensive,

California HSEEP Large Stadium Initiative (LSI) Tabletop Exercises. Supported the development of exercise materials for tabletop exercises conducted at the Arco Arena, Sacramento, CA, and the Los Angeles Memorial Coliseum, Los Angeles CA.